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Approved For Release 2001/03/02 : CIA-RDP78-04361A000100060004-8

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Staff/OL

DATE: 8 August 1955

FROM : Chief, Security Staff/OL

SUBJECT: Special Staff Meeting at the Request of the Assistant Director of Logistics Held on 5 August 1955 Relative to Staffing

1. In regard to the subject meeting a review has been made of the present workload for the fiscal year 1956 of the Security Staff, Office of Logistics.

2. As a result of this review it has been determined that the work projects and programs of this Staff cannot be modified or discontinued in any way that would result in a reduction of the present number of personnel.

3. It is further believed that any modification or discontinuance of existing programs would be detrimental to the Office of Logistics and not in the best interests of the Agency.

4. In order for this Staff to carry out its support functions properly and efficiently without having an excessive amount of overtime worked or being understaffed as a result of new requirements calling for increased travel, it is considered necessary to establish two (2) additional slots on the Security Staff table of organization prior to January 1956.

5. It is suggested that the following slots be established for this Staff: One Security Officer (GS-12) and One Security Assistant (GS-7).

6. The work program survey for this Staff presented for the fiscal year 1955 indicated a required staffing of 5.9 Security Officers; however, from a conservative point of view this Staff consented to its present staff of five (5) Security Officers.

7. Taking into consideration the additional responsibilities undertaken since the 1955 survey and the anticipated still further increase in the workload for the fiscal year 1956, it is considered imperative that the above suggested Security Officer slot be established. Programs most recently undertaken are as follows:

a. Briefings and security support rendered the Industrial Contract Audit Branch relative to the classified procurement program as recommended by the Inspector General's Office.

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b. Continual review, from a security point of view, of all classified contract documents prior to release to contractors.

c. Security support and assistance relative to new covert projects undertaken by the Office of Logistics. (This presently requires approximately 20 manhours per week.)

d. In addition to the above there is an anticipated increase in workload relative to the contemplated use of Department of Defense Cost Inspection Services to audit Agency classified contracts. This will entail security briefings, clearances, etc.

In reviewing the assigned responsibilities of the present Security Officers it is apparent that these new responsibilities, all of which are confined to classified procurement, have resulted in a shortage of available Security Officers to support other divisions and staffs which are continually requesting daily security support and guidance.

8. The complexity of the overall security clearance program handled by this Staff and the increased workload in connection therewith has grown to such an extent that an additional employee is required to keep abreast of the present and projected program. Attention should be called to the fact that this Staff receives and processes clearances for the entire Agency relative to the classified procurement program, in addition to continuing liaison clearances, unofficial outside activity clearance requests, etc., for Office of Logistics personnel. The establishment of a Security Assistant slot will be required to successfully carry out this function.

9. The suggestion that the Office of Logistics use outside contractors to the fullest extent possible would also create an additional workload in this Staff (i.e., security inspections of contractors' facilities, review of classified contract documents, processing security clearances for contractors' personnel, etc.) Should there be a major trend in this respect, then immediate action should be taken to establish the additional slots for this Staff.

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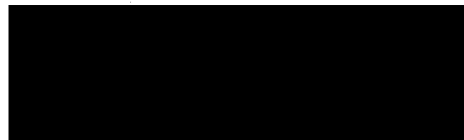
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10. Due to the nature of the functions of this Staff, priorities must be established on a day-to-day basis on the overall work program. It is understood that established priorities are subject to immediate change as the need arises, based on unknown factors and the human elements involved.



OL/SS/HCR:et (8 August 1955)

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